



Procurement Services

Weekly Information Newsletter

02/27/04

Volume 136



2003 NASPO
Cronin Club Gold
Winner

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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Noteworthy News

Ground Transport, Air Express and International Express Contract Now Available!



Attn: All Using CT State Agencies, Political Sub-Divisions and qualified Not-for-Profits.

There are now three (3) separate contracts for Ground Transport, Air Express and International Express Services. According to Linda LoSchiavo, DAS Contract Specialist, you now have the opportunity to choose Airborne Express, Fed Ex and/or United Parcel Services (UPS) for your shipping needs. These contracts went into effect on February 16, 2004 and will be available through January 31, 2009. Any questions regarding these contracts may be directed to Linda at 860-713-5078 or emailed to her at linda.loschiavo@po.state.ct.us. Remember, **you now have the choice** of which provider you would like your agency/organization to use. To access these contracts, just click on the links below.

[03PSX0429](#) DHL/Airborne

[03PSX0430](#) FedEx Express and FedEx Ground

[03PSX0431](#) United Parcel Service

Have You Heard?



Actually, it should be "did you read?" In case you missed the past few issues of WIN, there was some important information, updates and events that may be of interest to you. Since we don't want you to miss out on this information, we made it easy for you to "catch up." We have provided links to those articles below. All you need to do is "click" on the appropriate link and you will access the information. (If a box pops up asking you for a password or authentication information, click cancel; the article will then appear.)

End of Fiscal Year Purchases - 2004	Important information for all state agency business offices and purchasing units regarding year-end contract requests.
Copier Contract Update	Information from Buy Smart...Buy Together Team regarding new copier contract.
OSC Issues Memorandum Regarding Audit of PO's	Read memo initiated by Office of State Comptroller.
Press Release from Attorney General Regarding Affidavits	Read press release as well as contact information if you have questions.
PPAC Announces NIGP Symposium	Information and Registration Form for event to be held on March 24, 2004.
ASPA to host Breakfast Roundtable	Information and Registration Form for event to be held on March 17, 2004.

US Foodservice Price List for Week of February 27, 2004

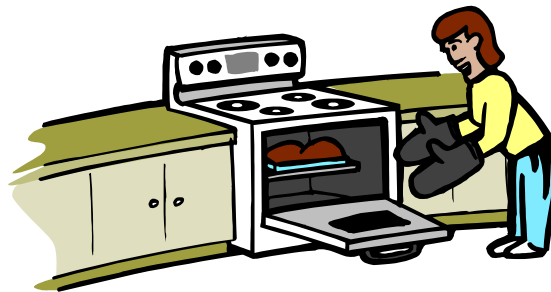
To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of February 27, 2004.



[Price List for Week of February 27, 2004](#)

CT Environmentally Preferred Purchasing

Following last weeks **“Water Conservation Tips”** we thought you might find these useful tips on how to...



“Save Energy in the Kitchen.”

- ☺ Be sure to place the faucet lever on the kitchen sink in the cold position when using small amounts of water. Placing the lever in the hot position uses energy to heat the water even though it never reaches the faucet.
- ☺ If you need to purchase a gas oven or range, look for one with an automatic, electric ignition system. An electric ignition saves gas because a pilot light is not burning continuously.
- ☺ In gas appliances, look for blue flames. Yellow flames indicate the gas is burning inefficiently and an adjustment may be needed. Consult your manufacturer or your local utility.
- ☺ Keep range-top burners and reflectors clean. They will reflect the heat better, and you will save energy.
- ☺ Use a covered kettle or pan to boil water. It is faster and it uses less energy.
- ☺ Match the size of the pan to the size of the heating element.
- ☺ If you cook with electricity, turn the stovetop burners off several minutes before the allotted cooking time. The heating element will stay hot long enough to finish the cooking without using more electricity. The same principle applies to oven cooking.
- ☺ Use small electric pans or toaster ovens for small meals rather than your large stove or oven. A toaster oven uses a third to half as much energy as a full-sized oven.
- ☺ Use pressure cookers and microwave ovens whenever it is convenient to do so. They can save energy by significantly reducing cooking time.

Thanks to the awesome website Earth911 for the helpful tips above. Check out their website (when you are home, of course.) Now here is the really cool part. Once you open the page, all you do is enter your zip code and you will have access to information on local Connecticut programs and events; reuse and recycling centers near you; information on composting, energy conservation, green shopping tips and more! They even have an educational link that gives kids games and activities to play while they learn how to protect our environment. Here is their site:

<http://connecticut.earth911.org/>

CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Vendor Spotlight...



Who would you like to see in the “spotlight?” We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at teresa.dupont@po.state.ct.us with your requests and suggestions.

Core-CT Information



Looking for Catalog Items in Core-CT/PeopleSoft?

Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)



Getting Help Quickly And Easily

Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[Help](#)

“Certification Central”

The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at meg.yetishefsky@po.state.ct.us or (860) 713-5228.

Newly Certified! – [02/16/04 through 02/20/04](#)



Peppy's Points to Ponder

Susan Miniccuci, Purchasing Assistant at Western CT State University sent in this week's quote. Thanks Susan!



You cannot live a perfect day without doing something for someone who will never be able to repay you!

*-John Wooden
College Basketball Coach*

Keep them coming! Thanks to all my loyal WINners for sharing and submitting these great quotes. Don't be shy! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.

Peppy's Toolbox

Click on the "toolbox link" at the right to help yourself to any of the helpful "tools" (electronic forms) that are available to you.



WINning Ways!



C'mon WINners. I know there are people who deserve to be recognized for a job well done. Is there a co-worker who always goes above and beyond to get the job done? Someone who is always willing to help out? Please take a few minutes to write and let me know about them. I know it would really brighten their day when they saw their name in our "WINning Ways" section of WIN and to see that their hard work and efforts were being recognized. Send your WINning Ways nominees to me at peppy.procurement@po.state.ct.us.

Ask Peppy!

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN.





Tech Talk with Ms. Bits n' Bytes

Creating a Template in Office 2000

Office 2000 template files contain a variety of elements (such as text, graphics, and formatting) depending on the Office program you are using. Using a template can save you time no matter which program you are using, because it will give you the ability to quickly reproduce the same basic structure in multiple files. You can create a template in various Office 2000 programs, either from scratch or from an existing Office file. If you want to make changes to an existing template file (without renaming and saving it as a new template file), read on:



Create a Word 2000 document template

1. Do one of the following:
 - ➔ To base a new template on an existing document, click **Open** on the **File** menu, and then open the document you want.
 - ➔ To base a new template on an existing template, click **New** on the **File** menu. Click a template that is similar to the one you want to create, click **Template** under **Create New**, and then click **OK**.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **Document Template**. This file type will already be selected if you are saving a file that you created as a template.
4. The default folder is the **Templates** folder in the **Save in** box. To save the template so that it will appear on a tab other than **General**, switch to the corresponding subfolder within the **Templates** folder.
5. In the **File name** box, type a name for the new template, and then click **Save**.
6. In the new template, make any changes you want to appear in all new documents that you base on the template.

Create an Excel 2000 sheet template for new worksheets

1. Create a workbook that contains one worksheet. On the worksheet, include the formatting, styles, text, and other information you want to appear on all new sheets of the same type.
2. On the **File** menu, click **Save As**.
3. In the **Save as type** box, click **Template (*.xlt)**.
4. Do one of the following:
 - To create a default worksheet template, select either the XLStart folder or the alternate startup folder in the **Save in** box, and then type **sheet** in the **File name** box.
 - To create a custom sheet template, select the **Templates** folder in the **Save in** box, and then type any valid file name in the **File name** box.

Create a PowerPoint 2000 template

1. Open a blank or an existing presentation, or use an existing template to base your new template on.

2. Change the template or presentation to suit your needs.
3. On the **File** menu, click **Save As**.
4. In the **File name** box, type a name for your design template.
5. In the **Save as type** box, click **Design Template**.
6. The default folder is the **Templates** folder in the **Save in** box. To save the template so that it will appear on a tab other than **General**, switch to the corresponding subfolder within the **Templates** folder.

Website of the week



PLEASE REMEMBER MANY STATE AGENCIES HAVE POLICIES FOR INTERNET USAGE, DO NOT CLICK ON LINKS AT WORK. HOVER OVER THE LINK, THIS WILL SHOW YOU THE FULL WEB ADDRESS. JOT THE ADDRESS DOWN AND ENJOY IT FROM HOME.

<http://www.BrainPOP.com>

More homework help for you and your kids! This site features hundreds of short animated movies that teach kids about Math, English, Science, Health, and Technology topics. Everything from Ecosystems to The Human Body, you name it. Sooo much fun!



Please write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: maureen.blackburn@po.state.ct.us



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information:

DAS Contracts

The following is a listing of contracts issued during the week of 02/23/04:

Contract #	Contract Name	For:	Contract Term
03PSX0417	Lawn Care services for DMR North Region	DMR North Region	February 25, 2004 through April 31, 2006
04PSX0014	Secondary Containment and Spill Control Products	Department of Transportation All Using State Agencies, Political Subdivisions and Not-for-Profit Organizations	March 1, 2004 through February 28, 2006

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!



Keep up to speed with what’s happening in the

Department of Information Technology



Contracts & Purchasing Division Information



Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact](#) Information page of their web site.

DOIT Bid Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT’s Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT’s Contract Award section of their web page.

Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email to teresa.dupont@po.state.ct.us and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.